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Form NCR-103  
Preliminary

United States Department of Agriculture  
Agricultural Adjustment Administration  
North Central Division  
(For Instruction Purposes Only)

ARTICLES OF ASSOCIATION  
of  
County Agricultural Conservation Association



**ARTICLE I - Name**

Section 1.--The name of this Association shall be the Agricultural Conservation Association of \_\_\_\_\_ County, State of \_\_\_\_\_, hereinafter referred to as the "Association".

**ARTICLE II - Purpose**

Section 2.--The Association as authorized by the Secretary of Agriculture (hereinafter referred to as the "Secretary") shall aid in the administration of the Soil Conservation and Domestic Allotment Act (hereinafter referred to as the "Act"), and shall not engage in any other activity.

These Articles shall be subject to amendment by the Secretary.

**ARTICLE III.- Membership**

Section 3.--Any person who, in connection with farming operations in 1937 on a farm located in the county, is entitled to receive all or a share of the crops produced thereon, or the proceeds thereof, shall be eligible for membership in the county agricultural conservation association for 1937. Any such eligible person may become a member of the county agricultural conservation association for 1937 by executing and filing with the community or county committee, Form NCR-102, entitled "Application for Membership", or by signing, pursuant to the 1937 Agricultural Conservation Program, a properly prepared application for payment, covering land owned or operated by such person in such county. Any person otherwise a member of the association shall cease to be a member thereof when it is established that such person will not make an application for payment under the 1937 Agricultural Conservation Program, or will not be eligible as owner or operator of a farm located in the county to make application for payment under the 1937 Agricultural Conservation Program.

#### ARTICLE IV - Directors, Committees, and Officers

Section 4. -- The board of directors of the Association (hereinafter referred to as the "Board") shall be composed of the chairmen of the community committees for the communities of the county.

In Counties where an Association embraces only one community, the board shall be composed of not less than three nor more than five duly elected members of the community committee. In counties where an Association embraces only two communities, the board shall be composed of the chairmen and vice-chairmen of such community committees.

Section 5. -- The board shall elect from its members the president of the Association, who shall also serve as chairman of the county committee.

Section 6. -- The board shall elect from its members the vice-president of the Association, who shall serve as a member of the county committee, and shall serve respectively as acting-chairman of the county committee and as acting-president of the Association in the absence of the chairman of the county committee or the president of the Association.

Section 7. -- The board shall elect from its members one person who, together with the president and the vice-president of the Association, shall constitute the county committee. The board shall elect from its members one alternate member of the county committee who shall serve on the committee in the absence of any regular member of the committee.

Section 8. -- The board shall elect the secretary of the Association who is not required to be a member of the Association.

Section 9. -- The board shall elect the treasurer of the Association, who is not required to be a member of the Association. The office of secretary and the office of treasurer may be combined into the office of secretary-treasurer.

Section 10. -- Each community shall have a committee of three regular members and one alternate member. Such committee members shall be elected by written ballot at the election meeting in the community, from among the members of the Association living in the community. Such committee shall consist of a chairman who shall also be a member of the board of directors of the Association; a vice-chairman who shall serve respectively as acting-chairman of the community committee and as a member of the board of directors in the absence of the regular chairman; and one other regular member and an alternate member. With the approval of the Director of the North Central Division, additional members of the community committee may be elected.

Section 11. -- Community boundaries shall be determined on the basis of minor civil divisions or on such other basis as may be approved by the Director of the North Central Division. In case the minor civil divisions are followed in determining community boundaries, a community may comprise several such minor civil divisions.

In counties where, because of unusual geographical conditions or other special conditions, it appears advisable, the entire county may, upon approval by the Director of the North Central Division, be considered as one community. In such instances a committee of not less than three nor more than five members shall be elected at a county meeting of association members. The persons elected to membership on such committee shall perform the duties of the community committee and shall also serve as the board of directors for the county.

Section 12. -- In the event of a vacancy in the chairmanship and membership, respectively, of any community committee, the vice-chairman shall serve as chairman and member of the board of directors, and the alternate member shall serve as a member of the community committee until the next regular community election meeting is held. Additional vacancies on the community committee shall be filled by appointment by the county committee.

In the event of a vacancy in the chairmanship of the board of directors, the vice-chairman shall act as chairman and the alternate member of the county committee shall serve as a member of the county committee until the next meeting of the board of directors when a chairman shall be elected. Likewise, in the event of a vacancy in the membership of the county committee, the alternate shall serve as a member of the county committee until the next meeting of the board when a regular member shall be elected. At each meeting of the board at which a member of the county committee is elected, an additional or alternate member should be elected if necessary to bring the committee up to full membership.

Section 13. -- All officers, directors, and members of committees shall hold office until their successors in office have been elected and have qualified, except that any member of the county committee, or any officer elected by the board, or any employee selected by the county committee, may be removed by the board for failure to perform the duties of his office or employment, or for fraud or incompetency. Any member of a community committee may be removed by the board of directors for fraud or incompetency. If the board of directors does not act promptly in such cases the Director of the North Central Division may remove any county committeeman, or any officer elected by the board of directors, or any employee selected by the county committee, for fraud or incompetency, or for failure to perform the duties of his office or employment. He may remove any member of a community committee for fraud or incompetency.

The tenure of office of any county or community committeeman, or officer, who is required to be a member of the Association, shall terminate when he ceases to be a member of the Association. No person who holds, or who becomes a candidate for, a county, State or Federal office, regularly filled by an election held pursuant to State law, or who is an officer, manager or employee of any political party or partisan organization, is eligible to serve as a committeeman of the Association. The offices, clerical, mailing, or other facilities of the Association shall not be used for political purposes, nor in any way to support or assist any political candidate, party, or partisan movement.

Section 14. --Officers, committeemen and employees of the County Agricultural Conservation Association may be allowed payment for services at a rate approved by the Director of the North Central Division. Payment for travel shall be made only when specifically authorized by the Director of the North Central Division. The incurring and payment of administrative expenses in connection with the operation of the Association and the accounting for any funds therefor, shall be governed by instructions issued by the Agricultural Adjustment Administration.

In computing payments to farm owners and operators, there shall be deducted from the payment to any person with respect to a farm or farms in a county, all or such part as shall, under rules prescribed by the Secretary, be determined to be such person's pro rata share of the estimated administrative expenses incurred and to be incurred by the County Agricultural Conservation Association of the county in which such farm or farms are located, in cooperating in carrying out in such county the 1937 Agricultural Conservation Program.

#### ARTICLE V. -- Voting

Section 15. --Each member of the Association shall be entitled to one vote. There shall be no voting by proxy.

Section 16. --Each member of the board shall be entitled to one vote at meetings of the board. There shall be no voting by proxy.

#### ARTICLE VI. -- Duties of Directors, Committees and Officers

Section 17. --The power and authority of this Association shall be vested in the board. In addition to the duties set forth in Article IV, the board may recommend changes in the community boundaries and shall prepare such association budgets and may incur such expenditures as may be authorized by the Director of the North Central Division. The board shall also perform such other duties as may be assigned to it by the Director of the North Central Division.

Section 18. --The county committee shall review all forms and other documents filed in the county in connection with the Act and shall make available for public inspection in the office of the Association information in connection with programs under the Act, including information with respect to the acres in bases, average yields or productivity indexes, established for each farm owned or operated by members of the Association, payments received by members of the Association (the latter to be made available for public inspection not sooner than thirty days after the receipt thereof), and expenses of the Association. The county committee shall also, pursuant to rulings and instructions, make recommendations

to the Secretary concerning the making of payments under the Act. The committee may, in accordance with official instructions, hold such hearings and conduct such investigations as may be necessary in the performance of its duties. The committee shall also perform such other duties as may be assigned by the Director of the North Central Division.

Section 19. -- The secretary of the Association shall keep all records of the Association, certify results of community and county elections, maintain, in the county Association office, files of all forms and documents filed in the county in connection with the Act, keep records of distribution of payments, prepare statements of administrative expenses, and perform such other duties pertaining to the Act as may be assigned by the Director of the North Central Division.

Section 20. -- The treasurer shall have custody of all funds coming into his possession as treasurer of the Association, shall make payments for administrative expenses upon the basis of monthly statements of expenses certified by the president and the secretary as authorized by the Director of the North Central Division, shall submit receipts and prepare other documents and perform such other duties as may be prescribed by the Director of the North Central Division. The treasurer shall file a bond as prescribed by the Agricultural Adjustment Administration, the cost of which bond shall be considered as an item of county association expense.

Section 21. -- The books, records, documents, and accounts of the Association shall be available at all times for examination by officers and committeemen of the Association, members of its board in connection with the performance of their duties, any authorized representative of the Secretary and any member of the Association in-so-far as his interests under the program may be affected.

All books, records, documents, papers and accounts of the Association are and shall remain the property of the Agricultural Adjustment Administration, and are to be safely maintained in good order in the office of the Association.

Section 22. -- The community committee shall assist in preparing, checking, or approving forms and documents filed in the county in connection with the Act. They shall also assist the secretary of the Association in arranging meetings, and ascertaining and reporting such data as may be required by the county committee for the purpose of carrying out the provisions of the Act.

#### ARTICLE VII. -- Meetings

Section 23. -- Community election meetings in all communities of the Association shall be held at such time or times as may be prescribed by the Director of the North Central Division. The result of each such

election shall be certified to the secretary of the Association on prescribed forms.

Section 24. -- Other community meetings of the members of the Association may be called by the president of the Association to receive, discuss and act upon information to the membership concerning the 1937 Agricultural Conservation Program and Association activities under the Act.

Section 25. -- A meeting of the community chairmen elected at community meetings shall be held for the purpose of organizing the board as soon as practicable after all community election meetings have been held.

At such meetings the order of business shall be as follows:

(a) The roll of the communities shall be called.

(b) Directors shall present copies of minutes of community election meetings and shall thereupon assume office.

(c) The following officers shall be elected:

(1) President	(4) Secretary
(2) Vice-president	(5) Treasurer
(3) Members of the County Committee	

Upon such election, such officers shall take office, provided that no person elected as treasurer shall qualify for such office until a bond as required is filed and approved.

(d) The board shall consider estimated expenditures necessary for the operation of the Association.

(e) Other business.

Section 26. -- Meetings of the board shall be called by the president of the Association to fill a vacancy or vacancies among the officers or on the county committee, to consider estimated expenditures, to consider and act upon official communications or for the performance of other duties of the board.

Section 27. -- Meetings of the county committee may be called by the president of the Association. Due notice of meetings shall be given to all members of the committee.

Section 28. -- A majority of the members of the board of directors, or of any committee, shall constitute a quorum for the transaction of business.

#### ARTICLE VIII.--District Organization

Section 29. -- An Association may include two or more counties, or, upon approval by the Director of the North Central Division, two or more Associations may consolidate, or an Association covering two or more counties may form two or more Associations.

Section 30. -- An Association formed pursuant to this Article VIII shall take its name from all counties (listed in alphabetical order) of the Association, provided however that, upon application by the board and approval by the Director of the North Central Division, a different name may be adopted.

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#### Certification:

We hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 193\_\_\_\_\_, a regular meeting of the board of directors of the Association was held in accordance with the foregoing Articles of Association. A copy of the minutes of such meeting of the board of directors is attached hereto, entitled Exhibit A.

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President

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Secretary

#### Approved by Secretary of Agriculture:

The above Articles of Association are hereby approved as of the \_\_\_\_\_ day of \_\_\_\_\_, 193\_\_\_\_\_, and the Association is hereby authorized to operate in accordance with such Articles.

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Secretary of Agriculture

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By \_\_\_\_\_

